

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN		No. 01-118
TO:	All School Nutrition Program Sponsors County Superintendents of Schools Diocesan Superintendents of Schools	ISSUE DATE: September 2001
ATTENTION:	Food Services Directors	
SUBJECT:	2001-02 Attendance Factor	
REFERENCE:	Management Bulletin (MB) 00-121; MB 99-113	

This Management Bulletin provides the 2001-02 attendance factor as determined by the United States Department of Agriculture (USDA).

BACKGROUND

The USDA requires school nutrition program sponsors to perform daily meal count edit checks using an "attendance factor." Section 210.2 of the National School Lunch Program regulations defines the attendance factor as "a percentage . . . which accounts for the difference between enrollment and attendance" (i.e., the percentage of enrolled students typically in school on any given day). Meal counts in each eligibility category (paid, reduced price, and free) must be compared to the number of enrolled children in each category times the attendance factor. Every year, the USDA calculates the attendance factor based on the latest data available from the U.S. Department of Education's National Center for Education Statistics (NCES).

2001-02 ATTENDANCE FACTOR

This year, the USDA has announced an attendance factor of **92.8 percent** to be used by school nutrition program sponsors in computing their daily meal count edits. Effective with the July 2001 claim month, sponsors must use the 92.8 percent attendance factor for each site's daily meal count edits prior to the submission of monthly reimbursement claims. As in prior years, sponsors may develop their own attendance factors using data that applies either to the schools they serve or to individual sites. The California Department of Education will apply the 92.8 percent attendance factor to the meal count edits performed on all claims submitted for reimbursement.

Attached to this bulletin are two **sample** Daily Meal Count Edit Work Sheets. The first sample work sheet (Attachment 1) allows a school site to compute daily free, reduced price, and paid category numbers for comparison against their actual daily meal counts. The second sample work sheet (Attachment 2) may be used to compile monthly meal count edits for either traditional or year round school sites. Sponsors may use either/both of these work sheets, or may develop work sheets of their own.

While the use of any sample work sheet is **optional**, documentation of the edit checks is **required**. At a minimum, the edit checks must incorporate the data identified on these samples.

If you have any questions, please contact your Nutrition Services Division Representative directly, or the Field Services Unit at (916) 323-4558 or (800) 952-5609.

Marilyn Briggs, Director
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Assistant Superintendent of Public Instruction

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